

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, October 14, 2021

Meeting in Person and via Zoom

- Call to Order:** Vice Chair Ralston convened the meeting at 3:02 p.m.
- Roll Call:** Vice Chair Ralston, Dir. Dishaw, Dir. Foster, Dir. Stephens present. Chair Hepburn, Dir. De Alicante and Dir. Beenen were not in attendance.
- SSD Staff:** SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling, Lt. Womer
- Fire Staff:** Tammie Waters via Zoom
- SROA Staff:** Susan Berger, Sunriver Scene via Zoom
- Public Input:** None

Consent Agenda

1. Motion to approve:
 - a) The September 16, 2021 Regular Board meeting minutes
 - b) The September 17, 2021 Special Board meeting minutes
 - c) SROA monthly invoice in the amount of \$15,604.19
 - d) PO to Stryker Medical for 7 Lifepak 1000s in the amount of \$15,533.56 (approved budgeted items)

Director Dishaw moved to approve the consent agenda; seconded by Director Foster. Motion passed unanimously.

Old Business

2. Update on Phase I of building analysis

Director Ralston stated Phase 1 of the Public Safety Building is complete, except for the community education piece. The budget for Phase 1 reflects a balance adequate for the architects to assist with the community education campaign.

The Task Force is suggesting private funding, through tax exempt loan at an interest rate less than two percent and a voter-approved 10-year Capitol Levy. The current amount needed is likely too small to utilize bonds considering the cost to set-up. Director Dishaw added the largest issue with bonds is the 40-year amortization, which is not to the benefit of the District. Task Force member Ron Schmid has created a list of financial variables and once each is addressed, the final cost for the project can be identified. The total cost must be one the District can sustain and voters will likely support.

The District presented at the SROA Work Session in September. Both chiefs, Chair Hepburn, Vice-Chair Ralston, and Mr. Ron Schmid shared the current deficiencies for both department buildings,

departmental needs, potential cost analysis and the reasons it would be helpful for SROA to transfer the building and land at a nominal fee. The following week SROA General Manager Lewis and SROA Controller Joe Healy met with District representatives. Mr. Lewis shared the SROA Board was very impressed with the presentation and learned a lot. The SROA Board is supportive of the project and is willing to consider transferring the building but desires to retain the land. The next step is to develop a Purchase Option Agreement for both boards to consider.

Director Stephens asked if not owning the land limits lending. Director Dishaw said the lease needs to be longer than the loan. Administrator Baker added grants generally are allowed with a long-term lease and ownership of the building.

A presentation will be developed, providing education and information geared to the general public which will include videos and testimonials. Presentations have been scheduled for the Rotary Club on Oct. 27 and SunriverYou on Dec. 7. A presentation to Citizens Patrol was made in September and both chiefs recently provided a tour of the current facilities illustrating the deficiencies to four SROA Board Members.

Mr. Schmid added the Task Force is trying to fund this project without increasing the millage rate to the maximum allowed, which is \$3.45/\$1,000 of tax assessed value. The goal is to leave an operating fund cushion for future Boards as expenses rise at a greater inflation rate than the revenue that has a 3% annual limitation.

New Business

3. Monthly Chief/Administrator's Reports

- Fire Chief Moor
 - Calls for Service update: Sunriver Fire Department received more mutual aid than received this past month. This was primarily due to an ambulance that was out of service for a good portion of the month. The ambulance is now back up and running. Response times are good, under 8 minutes. With the COVID lock down, the department assisted two walk-ins in the parking lot. There were 19 transports last month. Director Ralston asked about the increase in time from the hospital to being back in service. Chief Moor said the crews are getting tied up at when going into St. Charles due to staffing issues and COVID protocols.
 - Administrative update: Central Oregon Fire Chiefs met with St. Charles hospital about the Oct. 18 COVID vaccine mandate deadline. The hospital is considering having two receiving areas: one door for individuals not vaccinated and another door for vaccinated individuals.
 - The Ambulance Service Area Committee met with the Deschutes County Commissioners regarding creating a public/private ambulance service to assist La Pine Fire Department. Currently La Pine Fire is being taxed by the number of calls to St. Charles care facilities and various assisted living centers.
 - 911 Radio Update: The County is looking at adding additional towers in south county.
 - La Pine Fire District is effectively now live on the new radio system. Sunriver has lifted all restrictions to La Pine for mutual aid.
 - There will be two new full-time employees beginning around Nov. 1. These will be filling a medical retirement and a resignation. The Civil Service Commission will consider these hires for approval later this month.

- Community event: Capt. Sphatt was recognized at a Rotary meeting for his years of service in military and fire service.
- Police Chief Darling
- September Calls for Service: 60 cases, 17 outside Sunriver. Traffic enforcement and arrests have increased from last year due to changes in COVID rules. Officers are able to engage with the public more.
 - Administrative update: One new lateral officer is being considered from Lake Oswego. He is currently in background, and the department is working through cost-of-living issues with the applicant. Other agencies are able to offer huge incentives the Sunriver Police Department is not able to compete with. As part of negotiations Chief Darling is starting officers higher on the wage scale to encourage interest.
 - Results from an internal survey were shared. Chief used the same questions from a survey developed in 2017 to assess trends. The vast majority “Strongly Agree” with all questions, and all remaining “Agree.” This implies staff are happy with their positions and the department. Director Foster noticed the questions about “expectations of SROA and community” was the weakest, with the most only “Agree.” Chief stated there is a lot of ambiguity from community on the vast array of rules and regulation enforcement. There are concerns if the department is doing it appropriately and balancing it with what SROA wants. The Chief added nothing is broken, if any answers were “Disagree” or “Strongly Disagree” there would be need for those conversations. Administrator Baker added the SROA Rules Committee also tries to balance these issues as well.
 - Chief Darling is exploring a wellness app for first responders, as well as other wellness initiatives.
 - Operations update: Officer Davis is Acting in Capacity (AIC) Sergeant while Sgt. Lopez is at the FBI National Academy. This provides an opportunity for succession building. Major DUI crash out into a tree in front Fire Department. During this time another DUI showed up asking for directions. Recovered stolen vehicle out of Bend and made an arrest. Officer Ross is on light duty due to an injury, and assisted Bend Police Department on a double homicide investigation and arrest. The department is down two positions presently. The Emotional Survival training took place at the SHARC on Oct. 11. Vice-Chair Ralston and Director Dishaw attended.
 - There were no community events.
 - The Citizen’s Patrol presented retired Sgt. PJ Beaty with the Jack Cookerly Community Award.
- Administrator Baker
- Public Safety Building Task Force: met with SROA regarding ownership of the building and reached out to the Deschutes County Attorney. Had a phone conference with legal to discuss a Purchase Option Agreement. Assisted with the presentation to Citizen Patrol. Also provided a reporter from the Bend Bulletin information for the article printed 9/23/21. Bend Magazine will be doing a feature and Office Assistant Holliday worked on the Scene article for November.
 - Submitted an agenda request to Deschutes County Board of Commissioners for approval of appointment of Tony De Alicante to Position #1. They considered the action at their September 29th meeting and he will get sworn in soon.

- Finished the Best Practices survey with SDIS (Special District Insurance Services) and the District will receive 10% off the liability insurance premium for 2022.
- The Health Insurance Committee met Oct. 12. The purpose is to provide information to the committee about the impact of the health insurance premiums. Together the effort is to explore ways to mitigate the financial impact.
- Executive Advisory Committee met on Oct. 4. Director Foster will brief the Board later in the meeting.
- Made suggested changes to the Management Agreement with Deschutes Board of Commissioners, see attached separate agenda item. It is on a three-year cycle for a review.
- The hearing for oral arguments on the petition for Summary Judgement on the Patnode lawsuit was Oct. 13. It is before Judge McShane in Federal Court, Eugene. It is unknown when the judge will make his findings. The District petitioned the judge to say there is no foundation to move forward to a trial.
- Kent Elliott, the Executive Director for the Sunriver Chamber of Commerce, is retiring. A search is under way for his replacement.

4. Motion to approve SSD leadership to negotiate a Purchase Option Agreement with SROA for the fire building with the final agreement to be approved by the Board

Administrator Baker stated this would allow the SSD leadership to negotiate with the SROA in regards to building ownership and lease options. The agreement would be brought to the Board for final approval. SSD attorneys are drafting the agreement, which will include all contingencies, lot line adjustment, and the lease moving forward.

Director Stephens moved to approve SSD leadership to negotiate a Purchase Option Agreement with SROA with the final agreement to be approved by the Board; seconded by Director Dishaw. Motion passed unanimously.

5. Report on the Executive Advisory Committee meeting

Director Foster stated most of the topics from the Executive Advisory Committee meeting have been reviewed as agenda items in this meeting.

6. Board education on the Emergency Operations Plan

Chief Moor stated the Emergency Operation Curriculum was derived from the Deschutes County Emergency Plan. Both chiefs would like to begin reviewing the plan with the District Board members at the regular monthly meetings beginning in November. The latest Emergency Operations Plan is on the Google Drive. Chief Moor asked Board members to review the plan prior to the next meeting.

7. Motion to approve Resolution 2021-015 adopting the Police Community Service Officer Job Description

Administrator Baker said the Board approved the Police Community Service Officer Job position at the August meeting, and this resolution is to approve the job description.

Director Stephens moved to approve Resolution 2021-015 adopting the Police Community Service Officer Job Description; seconded by Director Dishaw. Motion passed unanimously.

8. Motion to approve Resolution 2021-017 changes to the Employee Handbook regarding Cyber Security

Administrator Baker stated the policy changes were discussed at the last meeting, and this is the resolution to approve.

Director Foster moved to approve Resolution 2021-017 changes to the Employee Handbook regarding Cyber Security; seconded by Director Stephens. Motion passed unanimously.

9. Motion to approve Resolution 2021-018 establishing signature authority

Each time a new District Board member is sworn in the bank signature cards must be changed and signed by all Board members.

Director Foster moved to approve Resolution 2021-018 establishing signature authority; seconded by Director Stephens. Motion passed unanimously.

10. Review of the Management Agreement with draft changes

Administrator Baker stated the District has a Management Agreement with Deschutes County and is required to be reviewed every three years. It is up for review, and the following are suggested changes:

1. Terms Section: Verbiage was added to state a “term” is a full three-year term, not a partial term. For example, if a Board member replaced someone mid-term, that term would not be counted as part of the two-term limit.
2. Appointments Section: The SROA Nominating Charter addresses the process they use to select recommendations for both the SROA and SSD Boards. The added language requests SROA seek SSD input when the Charter is changed affecting the process for reviewing SSD applicants. Director Foster suggested two minor grammatical changes.
3. Budget Section: Remove the requirement to provide SROA a copy of the budget. The District is a public entity and SROA could request a copy of the District’s budget at any time.

Administrator Baker will provide a copy of the draft Management Agreement to Mr. James Lewis, SROA General Manager for SROA Board review.

11. Motion to approve the September 2021 unaudited financials

Director Dishaw asked the meaning of the “tax receivables” category in the unaudited financials. Administrator Baker answered it is tax revenue received. Sometimes taxes are paid outside of the typical times each year.

Director Dishaw moved to approve the September 2021 unaudited financials; seconded by Director Foster. Motion passed unanimously.

12. Review September 2021 SROA Board meeting

Due to Directors Beenen and De Alicante not being present, there was not an update on the SROA Board Meeting.

Other Business

- There will be an Executive Board Meeting 10/29/2021 at 9:00 am and a Special Board meeting 10/29/2021 at 10:00 am. Meeting will be in person with an optional remote Zoom.
- Next SSD Regular Board meeting is November 18, 2021. Chair to report on quarterly meeting between Chair and SROA President.

Motion to Adjourn

Director Dishaw moved to adjourn; seconded by Director Stephens. Motion passed unanimously.

Meeting adjourned at 4:06 p.m.

SSD Vice-Chair, John Ralston
Office Assistant, Mindy Holliday

APPROVED